

Strategic Prevention Framework State Incentive Grant  
(SPF SIG)  
Evaluation Workgroup Meeting  
November 21<sup>st</sup>, 2006

**ATTENDEES:** Bob Levy, Jeff Barber, Harold Kooreman, Sheila Nesbitt, Lin Montgomery, Ruth Gassman, Rebecca Smith, Marcia French, and Neal Holtan.

**WELCOME**

Bob Levy opened and welcomed all to the meeting.

**Approval of Minutes (9/26/06)**

A review of the past meeting's minutes was done and a motion to approve them was given. The motion was sustained unanimously.

**STAFFING REPORT:**

An introduction of Neal Holton who will be serving for Sheila Nesbitt when she goes on maternity leave was done. Also an announcement for the Administrative Assistant for the SPF SIG Staff was approved and will be filled by the beginning of the new year.

**UPDATE REPORT**

*SPF SIG PRIORITIES/CONCERNS; SEOW REPORT UPDATE*

It was reported that the new Epidemiological Profiles were printed and will be distributed at the GAC this afternoon.

*Evaluation Survey Document*

The evaluation survey was endorsed by the Executive Committee and will be presented for approval to the GAC this afternoon. The survey was given to the SEOW last week and we reviewed the results which indicated that the areas of strength were, the clarity of the meeting agenda and objectives and the length of the meeting. The lowest score was with in the area of level of engagement of other members, which may have been reflective of members not showing up to the meeting. This survey is to be used in all meetings of the SPF SIG. The workgroup discussed how the results will be presented and each workgroup chair from which the survey was distributed will receive the a copy of the results and the evaluation workgroup will create a quarterly comprehensive report review that will be given to the GAC and chairs of the workgroups. The report will also be given to the Executive Committee. Suggestion made to put the results into grouping for quick review, such as attitudinal, logistics, etc. The last suggestion was to make sure that at the bottom of each agenda, prior to adjournment we remind members to fill out the survey for evaluation.

*Past Meetings Concerns and Outcomes*

The concerns of the last meeting were presented to the Executive Committee along with suggestions. Overall consensus that the concerns were heard and will be addressed.

Observations and concerns which were expressed:

Seating configuration not being conducive to bldg. team and trust

Meeting Processes: lack of introductions and agency affiliation

Concerns regarding Council and Executive Committee member absences

No venue for the Council members to be heard

Agenda not being reviewed

High level of frustration with questions/no dialogue/shutting down comments by not

addressing and responding to them  
How the vice chair was chosen and lack of introduction for him  
Members not being vested in project and just wanting to get out of meeting  
Side bar conversations  
Need for more direction from Chair

**Suggestions:**

Closing the square more so people aren't so far apart/smaller room  
Introductions at the beginning of every meeting with ground rules specifically stated  
Clarify the role of the Vice Chair when Chair is unable to attend  
Adding Parking lot for people to bring up topics of concern  
Review agenda topics  
Use a facilitator to engage the Council in conversation and decision making

*Strategic Workplan Update*

The plan was sent and received by CSAP and is in the process of being reviewed. We have no indication on when the approval or recommendation for changes will occur. It was agreed that Harold would identify areas of focus for which the Evaluation Workgroup could be of assistance for the next meeting, based on the current work plan. This will be one focus of our agenda next month.

*Training and Outreach Update*

An update of the efforts of the Training and Outreach Workgroup were given. The workgroup has identified areas and avenues that will allow for information dissemination to the citizens of Indiana, for Strategic Prevention Framework as well as the nuts and bolts of the process for applying for the grant. Newsletters, identification of TOT's and sensitivity to Cultural Competence were all areas of focus.

Workgroup reviewed and sketched out an organizational chart which they felt would be very profitable to share with all entities of the SPF SIG to assist in a more collaborative and comprehensive approach. Suggestions for using the chart and referring to it with the GAC to help instill the big picture were spoken to. Another thought was to consider a concert agenda be used in the meetings with the GAC to increase efficiency.

**Next Meeting Focuses:**

The focus for our next meeting will be to review and work through the Strategic Workplan for the Evaluation, present an organizational chart from which can be used by the GAC and other committees, and review the cross-site evaluation processes.

**MEETING SCHEDULE**

The next meeting will be December 19<sup>th</sup> , at 10:30 am.

**ADJOURNMENT**

The meeting was adjourned by the Chair.